

VILLAGE OF WASHINGTONVILLE

Planning Board

9 Fairlawn Drive
Washingtonville, New York 10992

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Pat Cooney
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This is the cover sheet for the **2025 APPLICATION PACKAGE** for all Planning Board and Zoning Board of Appeals applicants which includes the following:

1. **Schedule of Dates** – A listing of the Work Session, Submittal Deadline and Regular Meeting dates.
2. **Application** – Please enter complete information and discuss your Project Cost with the Code Enforcement Officer before submitting the Application. Note this amount is required to be recalculated at the end of review for all projects that receive approval.
3. **NY State Environmental Quality Review (SEQR) Forms** – Submit either a "Short" or "Fill" as required.
4. **Summary of Fees** – Please find the section that applies to your project/application and enter the amounts. Please ask if you have any questions. Provide separate checks for each listed fee and include on the memo line the fee description (i.e. Review Fee, Project Cost Fee, Escrow, etc.).

DRAWING REQUIREMENTS:

1. The Project Name, Address, Drawing Title and Number, Owner's Name, Section Block & Lot Number and Drawing Date(s) should be placed in the lower right-hand corner of the drawing(s).
2. Drawings, if less than 12 in a set, must be folded according to industry standards. Please inquire about folding standards if necessary.
3. An Approval Box, 3 1/2 wide X 2 1/2 "tall, with Project Number should also be included in the lower right corner such that it appears on the face of the folded drawings(s)

PLEASE NOTE:

All Applications, Drawings and Documents must be submitted in sets of ten (10) – one original and 9 copies – to the Village office by the Meeting Submittal Deadline along with an electronic PDF.

It is the applicant's responsibility to request to be placed on Work Session and Regular Meeting Agendas. For the Regular Meeting Agenda, requests must be made by the Meeting Submittal Deadline Date.

If you need assistance with this process, do not hesitate to contact the Planning Board Secretary at the Village Clerk's office.

Upon submittal of an application, a copy of this cover sheet must be provided with the following information indicating receipt and understanding of the above:

Mark Freitas
Applicant's Signature

Mark P. Freitas
Applicant's Printed Name

7/10/2025
Date

BELOW FOR OFFICE USE ONLY

Project Name

Project #

VOW Recipients' Signature

Date



PLANNING BOARD APPLICATION VILLAGE OF WASHINGTONVILLE

9 FAIRLAWN DRIVE, WASHINGTONVILLE, NY 10992
PHONE: 845-496-3221 | FAX: 845-496-1990

APPLICATION FOR PLAN APPROVAL

Type of Plan Submitted: ☐ Subdivision ☐ Site ☐ Amended Site ☒ Change of Use/Intensity

VOW File #: _____ Application Fee Amount \$ _____ Date Received: _____

Project Name: Unit Rental @ 32 W. Main St

Contact Person: Mark Freitas Phone: 917-589-7042 Email: mark.freitas@wvillepharmacy.com
845-496-8001

Number of Acres: _____ (Subject to Correction) com

Date: 7/10/25

APPLICATION IS HEREBY MADE to the Village of Washingtonville Planning Board for a special permit plan approval for the parcel described herein.

1. PROPERTY OWNER INFORMATION:

a) Property Owner Name: Freitas Holdings LLC - Mark Freitas
Address: 134 Oxford Road - Chester NY 10918
Phone: 917-589-7042 Email: mark.freitas@wvillepharmacy.com

b) If the application is a corporation, give name and title of responsible officer:
Name: Mark Freitas Title: President

c) If applicant is different than property owner:
Name: _____ Phone: _____ Email: _____

d) Subdivision Engineer of Land Surveyor (Licensed)
Name: Na License #: _____
Address: _____ Phone: _____
Fax: _____ Email: _____

e) If the applicant does not own the property, prepare an endorsement at the end of this form establishing the owner's authorization of the applicant's proposed subdivision/site use of their land.

f) All communication regarding this subdivision/site plans shall be addressed to the following person until further notice:
Name: Mark Freitas
Address: 134 Oxford Road - Chester NY 10918
Phone: 917-589-7042 Email: mark.freitas@wvillepharmacy.com

2. **PROPOSED SITE:** 1/c

a) Metes and bounds description of the entire holding, deed, restrictions, easement, etc., are attached hereto.

b) Deed or deeds recorded in the County Clerk's Office:

Date	Liber	Page

c) All marsh, water areas and lands subject to periodic or occasional flooding are located on the preliminary layout.

d) Existing structures not specifically located and described in the preliminary layout shall be removed.

e) The proposed subdivision is designed for the following type of land use:

f) If there is any change of zoning requested at this time, or do you complete any future change in zoning? If so, describe the change:

g) Are all the public open spaces shown on the layout to be dedicated for public use?

h) How many acres are to be dedicated for public park or playground purposes? _____

i) The site will be serviced by the following special districts or utility companies:

Water: _____
Electricity: _____
Gas: _____
Telephone: _____
Other: _____

j) Will the final plat be filed in sections, or will it cover the entire preliminary layout?

I hereby depose and say that all above information and all statements and information contained in the supporting documents and drawings attached hereto are true.

X _____
Applicants Signature

Sworn to before me this _____ day of _____, 20_____.

X _____
Notary Public

Zone Property Location: _____

Bulk Table:

	Required		Provided	
Minimum Lot Area				
Minimum Lot Width				
Maximum Lot Coverage				
Minimum Yards	Front	Rear	One Side	Both Sides
Minimum Lot Area Area/Dwelling				

Technical Meeting Scheduled: _____

DISCLOSURE ADDENDUM STATEMENT TO APPLICATION, PETITION & REQUEST

Mindful of the provisions of Section 809 of the General Municipal law of the State of New York, and of New York, and of the Penal Provisions thereof as well, the undersigned applicant states that no State Office, Officer or Employee of this municipality, or the Town of County of which it is a part, has any interest, financial or otherwise, in this application or in the applicant as defined in said Statute, except the following person or persons who is or are represented to have only the following types of interest, in the nature and to the extent hereinafter indicated:

☒ None

☐ Names: Address: Relationship or Interest (financial or otherwise)

This disclosure addendum statement is annexed to and made part of the petition, application and request made by the undersigned applicant to the following Board or Officer or Political Subdivision of the Municipality.

☒ Village/Town Board

☒ Planning Board

☒ Zoning Board of Appeals

☒ Zoning Enforcement Officer

☒ Building Inspector

☐ Other

Dated: 7/10/2005

x Mark P. Freitas - Mark P. Freitas
Individual Applicant

x Freitas Holdings LLC
Corporate or Partnership Application

By: President
Pres./Vice Pres./Partner/Sec./Treas.

VILLAGE OF WASHINGTONVILLE

SCHEDULE OF PLANNING BOARD FEES

Site Plan Fees:

- A) **Site Plan Review:** Three Hundred Dollars (\$300) application fee
- B) **Residential:** Three hundred dollars (\$300) for the first two (2) dwelling units, three hundred seventy-five dollars (\$375) for the first three (3) dwelling units, plus fifty dollars (\$50) for each dwelling unit thereafter.
- C) **Non-Residential:** The greater of:
 - a) One hundred fifty dollars (\$150) minimum plus fifteen cents (0.15) per square foot of building floor area for each square foot beyond three hundred (300) square feet.
 - b) One hundred dollars (\$100) per acre or any part thereof for each of the first three (3) acres, plus fifty dollars (\$50) for each additional acre; or
 - c) Use a reasonable market value standard as provided hereafter for building permit fees.

D) Special Exception Use Applications: Three hundred dollars (\$300)

Please let me know if this is still correct and I will get a check immediately.

Minor Subdivision Applications:

- A. For two (2) lots: Three hundred dollars (\$300).
- B. For three (3) lots: Three Hundred Seventy-five dollars (\$375).
- C. For four (4) lots: Four hundred fifty dollars (\$450).
- D. Engineer charges related to inspection of improvements.
 - a) Five percent (5%) of the amount of the estimated cost of required public improvements.
 - b) Three percent (3%) of the amount of the estimated cost of nonpublic improvements which will connect with municipal systems or facilities.
 - c) Any amounts paid hereunder and not expended for the reasonable and necessary costs of inspection shall be refunded.
 - d) The amount required to be paid hereunder shall be deemed to be initial deposits and the applicant shall be responsible for any additional reasonable and necessary expenses incurred by the municipality.

Major Subdivision Applications:

- A. For five (5) lots: Five hundred fifty dollars (\$550)
- B. For each additional lot: fifty dollars (\$50)
- C. Recreation fees in lieu of parkland: The sum of two hundred fifty dollars (\$250) for each additional lot created, unless otherwise determined by the Board of Trustees.

For other applicable fees resulting from a submitted application, refer to the Village Code of Washingtonville Chapter 150 – Subdivision of Land.

FOR ALL QUESTIONS, PLEASE CONTACT THE PLANNING BOARD SECRETARY AT (845) 496-3221.

OFFICE USE ONLY

Revised Date: September 2023

GENERAL MUNICIPAL LAW OF THE STATE OF NEW YORK

SECTION 809. DISCLOSURE IN CERTAIN APPLICANTS:

- 1) Every application, petition or request submitted for a variance, amendment, change of zoning, approval of a plat, exemption from a plat or official map, license or permit, pursuant to the provisions of any ordinance, local law, rule or regulation constituting the zoning and planning regulations of a municipality shall state the name, residence and the nature and extent of the interest of any state officer or officer or employee of such municipality or of a municipality of which such municipality is a part, in the person, partnership or association making such application, petition or request (hereinafter called the applicant) to the extent known to such applicant.
- 2) For the purpose of this section an officer or employee shall be deemed to have an interest in the applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them.
 - a. Is the applicant; or
 - b. Is an officer, director, partner, or employee of the applicant, or
 - c. Legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association applicant, or
 - d. Is a part to an agreement with such an applicant, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application, petition, or request.
- 3) Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York or American Stock Exchanges shall not constitute an interest for the purposes of this section.
- 4) A person who knowingly and intentionally violates this section shall be guilty of a misdemeanor.

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- B. A maximum of two productions shall be active in a multimedia production studio at any single time.
- C. No outdoor filming shall be permitted on the site without prior receipt of a film permit (or similar Village-issued permit), which shall be subject to the ordinary and typical regulations for film productions within the Village.
- D. Food preparation for service on-site shall be conducted within buildings and no food trucks shall be permitted to operate on the site.

§ 315-41.19 Event venue

- A. Use. An event venue is allowed, by special use permit approval of the Planning Board, as an accessory use to a principal permitted use or a special use within the D and AB zoning district.
- B. Design standards.
 - (1) Minimum size. The minimum lot size for an event venue shall be no less than three gross acres, and the event venue shall permit a maximum of 50 attendees for every acre, which acreage shall be in addition to the minimum lot size required for all principal permitted or special uses on the site. In no event shall an event venue exceed a maximum of 250 attendees. Attendees is exclusive of any employees or staff managing and serving the event.
 - (2) Access. The site of the event venue shall have at least two means of egress, at least one of which is adequate for emergency vehicles, as determined by the Planning Board in consultation with emergency responders based on its width, length, surface and ability to support the gross vehicle axle weight of emergency vehicles. The Planning Board may require the construction of improvements to ensure adequate emergency access to the site. The Planning Board may waive the requirement for two access points where one access point is determined to be adequate for emergency access based on a review of NYS Fire Code, Village Engineer input, and/or emergency service provider input.
 - (3) Attendees. The maximum number of attendees at an event venue shall be 250. The Planning Board may set a lower maximum number for an event venue in its discretion based on the standards set forth herein.
 - (4) Number of events. The Planning Board shall establish the maximum number of events per calendar year. The facility operator shall be required to notify the Building Inspector of any event scheduled a minimum of three business days prior to the event by either electronic mail or written letter.
 - (5) Parking. All parking shall be located on-site and the site plan shall demonstrate there is sufficient parking area for an event. No less than one parking space shall be provided for each two attendees. This requirement shall not preclude an event venue from utilizing shuttle buses or other methods of guest transportation.
 - (6) Water and sewer. An event venue shall be provided with adequate potable water and sanitary system as determined by the Village Engineer. The applicant shall document compliance with all other applicable health and safety regulations.

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- (7) Hours of operation. The Planning Board shall determine the permitted hours of operation of an event venue. Events shall commence no earlier than 10:00 a.m. and shall terminate no later than 11:00 p.m. Setup and dismantling hours shall be limited to between 7:00 a.m. and 12:00 midnight. However, the Planning Board shall have the power to modify the commencement and termination times for a particular event venue based upon the specifics of the application before it, potential impacts including noise and traffic, and consideration of the health, safety and welfare of the neighborhood and the surrounding community. For purposes of this section, "termination" shall mean the termination of food, drinks, service and entertainment, with the understanding that attendees and servers will need a reasonable amount of time after termination to exit the premises.
- (8) Food service. Catering services, including the use of food trucks, are allowed to provide the food and beverages for the event. On-site preparation of food shall be subject to all applicable Board of Health permits and approvals. Alcoholic beverages may be consumed on-site provided the venue or catering service has appropriate insurance coverage and complies with local laws. Open or cash bars are allowed subject to New York State Liquor Authority rules and regulations.
- (9) Buffers. The Planning Board shall require appropriate setbacks and/or vegetative, topographic or other physical barriers or buffers from property lines between the event venue and adjoining properties, given the nature of the event and extent to which noise will be generated, size of parcel, the natural topography, and vegetative cover. In no case shall the event venue be located in any required yard applicable to the principal permitted use or principal use allowed by special use permit.
- (10) Seating. Seating for events may occur outdoors, under a tent or other fabric structure temporarily constructed on the property, or in a permanent principal or accessory building meeting the standards set forth in Subsection B(11) below. The location and dimension of any proposed tents must be shown on the site plan. All buildings and structures, including tents, to be used as part of the event venue shall, where required, obtain a certificate of occupancy for their intended uses, including an event building subject to the standards in Subsection B(11) below. All temporary structures and equipment must be removed within four days after each event and shall remain in place a maximum of seven consecutive days, unless the Building Inspector approves a greater time period wherein the next event is scheduled within seven days of the preceding event.
- (11) Accessory buildings. An event venue may utilize former agricultural or other accessory buildings as a place of public assembly, e.g., a barn, provided the following criteria are satisfied:
- (a) The use of an event building shall be permitted only after issuance of a building permit and a certificate of occupancy for public assembly by the Building Inspector.
 - (b) A plan prepared by a registered licensed design professional to improve the building to enable it to obtain a certificate of occupancy for an assembly area, where none exists. A copy of the plan and floor plans shall be submitted to the Planning Board as part of site plan review.
 - (c) The occupancy of the event building shall not exceed occupancy load and exiting provisions

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of the New York State Uniform Code and those occupancy load limits shall be posted at the premises by the Building Inspector.

- (12) No overnight accommodations shall be provided in temporary structures such as tents or recreational vehicles. An event venue which provides overnight accommodations must comply with this chapter for said use, and all other applicable codes and laws related to the regulation of said accommodations.
- (13) Noise. The event venue shall not result in a change in the ambient noise levels of the neighborhood within which it is located, nor shall it impact any adjoining residential uses. Ambient noise levels shall be those existing noise levels at the property line of the event venue. The Planning Board may require that the application include submission of ambient noise monitoring analyses and a prediction of future noise levels based on noise modeling. The Planning Board, in its discretion, can limit or prohibit any exterior/outdoor activities associated with the event venue where it finds it may increase ambient noise levels at the property line. Where the Planning Board allows activities (e.g., a band) that uses amplifiers, it may require that any event venue continuously monitor the noise levels and submit a report to the Building Inspector who shall keep a record of such events. The Planning Board, in its discretion, can limit the hours of operation, to ensure that the event venue does not impact ambient noise levels.
- D. Application. A special use permit and site plan shall be submitted to the Planning Board for review and approval. The following additional requirements shall apply:
- (1) Event management plan. An event management plan shall be prepared and submitted to the Planning Board for review and approval. Once approved, the event management plan shall be incorporated into the special use permit. The plan shall include a narrative which describes the proposed operation of the event venue, including but not limited to the following:
 - (a) Owner/operator in charge of the event venue, and which shall be present on-site during same, with contact information provided;
 - (b) Provisions for traffic and parking management;
 - (c) Hours of operation and maximum number of events to be held on an annual basis;
 - (d) Detailed information on the use of any amplifying equipment, and details to control noise levels. The Planning Board may require a noise analysis, and establish a maximum noise level, in decibels (dBA), as measured at the nearest property line, when appropriate;
 - (e) Water and sanitary facilities;
 - (f) Information on food preparation and alcohol consumption;
 - (g) Plans for the storage and collection of refuse;
 - (h) Maximum number of attendees;
 - (i) List of contacts for specific emergency situations to be used by the guests shall be provided at each event and the legal name and address of an emergency contact person at the site shall be provided;
 - (j) Any other information requested by the Planning Board to make its determinations.